

If the Reversion Indicator is **0** (zero), and the Start Date is **not** within the fiscal year (7-1-YYYY through 6-30-YYYY) of the **Generate** maintenance transaction FFY or the Account Type is **not** 00, 85, 90, 91, 92, 95, 97, 98, 99, CA or RR, **Generate** creates new records with the FFY incremented by +1. Enactment Year and Chapter stay the same.

If the Reversion Indicator is **1**, **Generate** does not create new records.

If the Reversion Indicator is **2** or **9**, **Generate** creates new records with the FFY incremented by +1. Enactment Year and Chapter stay the same.

## OUTPUTS

The AS-Table maintenance program has four outputs:

Maintenance Activity Report (CSB940-1), shown in Exhibit IV-AS-5, shows each transaction entered via the on-line screen and a message for each transaction violating an edit rule;

Maintenance Activity Report (CSB940-3) shows records deleted when Function **X** is entered,

Maintenance Activity Report (CSB940-4) shows each transaction processed from external input files and a message for each transaction violating an edit rule; and

Table Listing Report (CSB940-2), shown in Exhibit IV-AS-6, is produced when Function **P** or **S** is entered. If Function **S** and a Funding Fiscal Year are entered, the listing will be limited to that fiscal year. Up to five fiscal year requests can be made during each table update processing cycle. If **P** is entered, the listing will contain all fiscal years in the table.

## CONTROL

The AS Table controls the level at which appropriations are posted and controlled. Once accounting transactions have been processed, extreme care should be exercised when modifying Appropriation Symbol Table entries. Contact the CALSTARS Hotline for assistance. Improper maintenance could cause system files to become out-of-balance, create invalid accounts, and complicate the maintenance of other tables and files. Table logs should be kept along with the maintenance activity reports for the same period as the accounting records they control.

EXHIBIT IV-AS-3  
APPROPRIATION SYMBOL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
CHARACTER	1	<b>Enter the statewide (UCM) Character code:</b> 1 - Support 2 - Local Assistance 3 - Capital Outlay
<b>Category Coding Levels:</b> <i>(Category, Object and Object Detail)</i> <i>Refer to the guidelines before coding these fields.</i> The APPROPRIATION <u>PROGRAM</u> LEVEL Indicator must be <b>0</b> . If these fields are coded, the APPROPRIATION <u>OBJECT</u> LEVEL Indicator must be consistent with the category level. Leave these fields blank if appropriated <i>programmatically</i> .		
CATEGORY	1	<b>Enter the statewide 1-digit Category code</b> or leave blank. Used by agencies that receive appropriations on a line-item basis. Leave blank for the clearing account appropriation symbol. If blank and the Appropriation Object Level Indicator is set to <b>1</b> , CALSTARS will determine the Category based on the object code.
OBJECT	2	<b>Enter the statewide Object code</b> or leave blank. Coded only when the appropriation is at this level and Category is not blank.
OBJECT DETAIL	3	<b>Enter the statewide Object Detail code</b> or leave blank. Coded only when the appropriation is at this level and Object is not blank.
ENACTMENT YEAR	4	<b>Enter the Enactment Year in the YYYY format.</b> Refer to the <i>Uniform Codes Manual</i> for guidelines on coding the Enactment Year when it is not readily discernible. It will normally be the same as the funding fiscal year. For those unusual circumstances involving continuing appropriations, capital outlay or reappropriations, follow the SCO Agency Reconciliation Report format and use Year code (shown as 'YR Date') as the Enactment Year.
CHAPTER	6	<b>Enter the Appropriation Chapter Number.</b> Use the format <i>nnn/FY</i> , where <i>nnn</i> is the Chapter Number and <i>FY</i> is the year the Chapter is passed (usually the Budget Act). <b>Blank</b> is not allowed. Use a period (.) or 'na' for revenue items that do not have a chapter.
REFERENCE	3	<b>Enter the Reference code</b> (DT 26) from the appropriation in the Budget Act or <i>Uniform Codes Manual</i> , as appropriate. Must match the SCO Agency Reconciliation Report <u>and</u> comply with the UCM coding structure.  For revenue items, <u>except the FTF</u> , use <b>980</b> in accordance with the UCM. For FTF revenue receipts, Fund 0890, use the same reference code as shown in the Budget Act and the SCO Agency Reconciliation Report.
START DATE	8	<b>Enter the appropriation start date</b> in the <i>MMDDYYYY</i> format. This date should be the same as the Start Date on the SCO Agency Reconciliation Report.

EXHIBIT IV-AS-3  
APPROPRIATION SYMBOL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
ENCUMBRANCE AVAILABILITY DATE	8	<b>Enter the last date that the appropriation is available for encumbering in the MMDDYYYY format.</b> For continuing appropriations or appropriations without regard to fiscal year, use <b>99999999</b> . This date should be the same as the date Encumbrance Availability Date on the SCO Agency Reconciliation Report. For Account Type RR (Receipt) appropriation symbols, leave <b>blank</b> .
REVERSION DATE	8	<b>Enter the last date that encumbrances made to an appropriation can be liquidated in the MMDDYYYY format.</b> For continuing appropriations or appropriations without regard to fiscal year, use <b>99999999</b> . This date should be the same as the Reversion Date on the SCO Agency Reconciliation Report.
BUDGET ACT ORG	4	<b>Enter the organization code contained in the Budget Act that defines the legal reference.</b> For most agencies, this should be the same as the OC Table Level 1 organization.
DISBURSING ORG	4	<b>Enter the organization code that identifies the SCO agency control account.</b> This is the code that will print out on claim schedules.
<b><u>SCO Account:</u></b>		<i>Fields are only required if using this segment. Refer to the 'SCO Account Segment' section of this chapter for additional information.</i>
FUND	4	<b>Enter the four-digit SCO fund code.</b> If using the SCO Account segment, this is a required field.
SUB-FUND	3	<b>Enter the SCO code to provide additional Fund identification, if present.</b> CALSTARS uses fund detail to define this field.
ENACTMENT YEAR	4	<b>Enter the enactment year as displayed on the SCO report as YR.</b> It represents the legislative session year of legal authority to spend or receive receipts. CALSTARS defines this as Enactment Year. If using the SCO Account segment, this is a required field.
REFERENCE	7	<b>Enter the reference as shown up to seven digits.</b> The last four digits are for fiscal year of spending authority for a particular reference. This is typically used for Partial Reappropriations. Only complete the last four digits if used by SCO.
CATEGORY	2	<b>Enter the category as defined by SCO for non-traditional coding (11-99).</b> Leave blank for true category appropriations, CALSTARS will identify the category as defined in the UCM (1, 3, 4, 5, 6, 8, or 9) and append a zero.
PROGRAM	2	<b>Enter the program as defined by SCO.</b>
ELEMENT	2	<b>Enter the element as defined by SCO.</b>
COMPONENT	3	<b>Enter the component as defined by SCO.</b>
TASK	3	<b>Enter the task as defined by SCO.</b>
ACCOUNT TYPE	1	<b>Enter the SCO detail account type:</b> D - Disbursing Account F - Reimbursement Account or 'Transfer in' (GLA 9811) R - Revenue Account T - 'Transfer from' Account (GLA 9812)  If using the SCO Account segment, this is a required field.